

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF				
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY		CODE				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS NAICS: <input type="checkbox"/> SERVICE-DISABLED VETERAN- OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
15. DELIVER TO		CODE				16. ADMINISTERED BY CODE			
17a. CONTRACTOR/OFFEROR		CODE				FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE	
TELEPHONE NO.		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED		<input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE		24. AMOUNT
(Use Reverse and/or Attach Additional Sheets as Necessary)									
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED	
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA						<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED					29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR					31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)				
30b. NAME AND TITLE OF SIGNER (Type or print)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)			31c. DATE SIGNED	

BID SCHEDULE

Base Period

February 5, 2007 – September 30, 2007

Site	Address	Days/Hours	Qty	base period estimate	Base unit price	Base total price
Anchorage	12745 Davis Highway Elmendorf AFB, AK 99506	Monday – Thursday 0730-1500	1	1125 hours		

Option period 1

October 1, 2007 – September 30, 2008

Site	Address	Days/Hours	Qty	1 st option estimate	1 st option unit price	1 st option total price
Anchorage	12745 Davis Highway Elmendorf AFB, AK 99506	Monday – Thursday 0730-1500	1	1485 hours		

Option period 2

October 1, 2008 – September 30, 2009

Site	Address	Days/Hours	Qty	2 nd option estimate	2 nd option unit price	2 nd option total price
Anchorage	12745 Davis Highway Elmendorf AFB, AK 99506	Monday – Thursday 0730-1500	1	1485 hours		

Total Price (all periods) _____

DRMO Contract Guard Scope of Work (SOW)

General Information

- The contractor will be required to furnish properly trained and equipped unarmed security guards, DOL occupation code 27101, Guard I, to maintain order, protect clients, staff, visitors and property from harassment, injury, damage, or theft and to call appropriate law enforcement/emergency personnel agencies when necessary.
- Contract Guards will be on duty during the times that the DRMO personnel are present and as requested on weekends and after duty hours.
- Contract Guards must be a United States (U.S.) Citizen. Proof of U.S. citizenship must be an official (certified) birth certificate or a valid US passport.
- Contract Guards must meet the minimum qualification standards as may be required by military service or host installation policy.
- Contract Guards will also meet professional license qualifications within the State work is to be performed. A copy of the appropriate license is to be provided.
- Contract Guards must pass a drug screen prior to employment. Contract Guards shall be subject to continuous random drug screening. Any associated costs for drug screening shall be the responsibility of the security firm.
- Contract Guards are subject to comply with Force Protection Conditions (FPCON) measures currently prescribed by the HOST or DRMS authority.
- Contractor shall provide services within 24 hours of notification such assistance.
- All uniforms and associated equipment will be provided by Contractor.
- Each contract guard shall possess a high school degree or GED certificate.

Specifications

1. Recognition of Primary Purpose

- The Contractor shall ensure that all security guards are aware that their primary purpose is to maintain order, protect clients, staff, visitors and property from harassment, injury, damage or theft, and to call appropriate law enforcement agencies when necessary.

2. Qualifications:

- The Contractor shall provide security guards who possess demonstrated ability to:
 - Understand and carry out oral and written instructions.
 - Recognize dangerous conditions about building and grounds and respond as necessary.
 - Meet and deal courteously, diligently, and effectively with the DRMO visiting public.
 - Have knowledge of safety precautions and of fire prevention methods.
 - Prepare clear, concise, complete, and true written reports.
 - Walk, stand, run and climb for prolonged periods of time so that guard personnel can perform the task detailed in the specifications.
 - Remain alert, even tempered, and exercise good judgment.
 - Read and understand regulations, detailed written orders, and training materials.
 - Operate telephone and radio communications equipment.
 - Determine the identity and business of visitors, tenants, and base personnel.
 - Maintain the integrity and confidentiality of the tour of duty.
 - Keep a critical eye to safe guard persons and property.
 - Speak English clearly and distinctly.
 - Use government property including keys entrusted to his/her responsibility.
 - Complete all necessary forms provided by DRMS, the state, and the Host installation.

3. Guards will perform the following duties:

- Guard will check identification of all non DRMO personnel entering the DRMO.
- Guard will ensure all visitors entering the DRMO sign in and sign out.

- Guard will ensure that all DRMO visitors park their vehicles outside the minimum standoff distance.
- Guard will remain at the entry point and visible at all times, except when relieved by a DRMO employee. DRMO Chief/Site Leader will ensure guard is assigned to the proper gate/site each day. (DRMO location may have “floating” entry/exit locations depending upon work demands for the day.)
- All vehicles will be inspected prior to entering the DRMO and consistent with FPCON in place for the installation or DRMO.
- At the beginning and at the end of each duty day the guard will conduct a visual inspection of the DRMO’s administration office and the general vicinity of the primary entry point into the administration office.
- Guard will not leave the post unless relieved by another guard if more than one full time guard is assigned to the DRMO, or DRMS personnel as directed by the DRMO site manager, in order to escort assigned individuals, go to the restroom or take a lunch break. Lunch breaks shall last no more than 30 minutes.
- Guards shall continue to perform duties in accordance with the primary purpose at all times, even when relieved from the post.
- Guards will immediately log and report any illegal or suspicious activity to the DRMO Chief/Site Leader as well as the host security force.

4. Guard Shelters

The Government will provide an inside location for the Guard to be stationed at.

Period of Performance

(a) The period of performance for the base period is February 5, 2007 - September 30, 2007. The first 12-month option period is from October 1, 2007 – September 30, 2008. The second 12-month option period is from October 1, 2008 – September 30, 2009.

(b) The weekday and hour requirements are provided in the Bid Schedule. Hours can be scheduled as part-time or full-time, but individual contractor employees shall not exceed 40 hours per week, unless approved in writing by the Contracting Officer. If the individual works more than 6 hours in one day, they are required to take a minimum of 30 minutes for lunch (unpaid). The US holidays, observed at the same time as the site, are as follows:

1 st of January	1 st Monday in September
3 rd Monday in January	2 nd Monday in October
3 rd Monday in February	11 th of November

Last Monday in May
4th of July

4th Thursday in November
25th of December

Contract Clauses

C.1 Clauses Incorporated by Reference FAR 52.252-2 (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Also, the full text of a clause may be accessed electronically at these addresses: <http://farsite.hill.af.mil/vffar1.htm>, or from DRMS Local Clauses <http://www.drms.dla.mil/newproc/html/clauses.html>

C.2 Option to Extend Services FAR 52.217-8 (NOV 1999)

Fill in is: 30 days prior to the end of the current period of performance.

C.3 Option to Extend the Term of the Contract FAR 52.217-9 (MAR 2000)

- a) Fill in is: 30 days prior to the end of the current period of performance
Fill in is: 30 days
- c) Fill in is: 60 months

C.4 Option to Extend Contract Period DRMS 52.217-9R01 (MAR 1992)

In accordance with Option to Extend the Term of the Contract, FAR 52.217-9, the Government may unilaterally extend the contract period for a period of 12 months within the limits and at the rates stated in the schedule. The contracting officer may exercise this option by written notice to the contractor at least 30 days before the end of the contract period. If the Government exercises this option, the extended contract shall be considered to include this option provision. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

C.5 Service Contract Act of 1965, as Amended FAR 52.222-41 (JUL 2005)

C.6 Statement of Equivalent Rates for Federal Hires FAR 52.222-42 (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class	Monetary Wage -- Fringe Benefits
Guard I	\$12.14

- C.7 Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) FAR 52.222-43 (Nov 2006)**
- C.8 Insurance – Work on a Government Installation, FAR 52.228-5 (JAN 1997)**
- C.9 Certificate of Insurance, DRMS 52.228-9R01 (DEC 1995)**

ATTN: Marlene Leeper, 74 N. Washington Avenue, Battle Creek, MI 49017 or faxed to 269-961-4237. DES will fax invoice to DFAS for payment.

(b) All payments will be made in accordance with the clause entitled Prompt Payment FAR 52.232-25.

(c) The contractor shall bill on a monthly basis for actual hours worked.

Evaluation

The evaluation factors are State license qualifications and price. Offerors are to submit a copy of any and all required Alaska State Licenses in accordance with the statutes and regulations provided at <http://www.dps.state.ak.us/PermitsLicensing/SecurityGuards/>. This will be evaluated on a Pass/Fail basis. Offerors that do not meet the State license qualification will Fail, and will not be considered for award.

Quote Submission

Quotes must be received by 8:00 a.m. EST on January 12th, 2007. Quote can be faxed to 269-961-4474, emailed to nathanial.gaunt@dla.mil, or mailed to:

HDI Federal Center
ATTN: Nate Gaunt, DRMS-PO
74 N. Washington Ave.
Battle Creek, MI 49017

Questions regarding this solicitation must be submitted in writing by 3:00 p.m. EST on January 5th. Quote shall also include company CAGE code and Taxpayer Identification Number.